

Applications Accepted at the San Francisco District Office
01/06/03

For complete filing instructions please be sure to read the instructions provided with each form. For all applications other than the Form I-485 package, enclose a self-addressed, stamped envelope with your application if you want a fee receipt. Otherwise your cancelled check is proof of payment. Fee receipt(s) for Adjustment of Status applicants (Form I-485 and any attached applications) will be included with the processing instructions provided to the applicant by the District Office. Unless otherwise indicated, mail applications to: USINS (Form _____), 630 Sansome Street, San Francisco, CA 94111.

Form		In –Person	Mail-in	Comments
G-639	Freedom of Information/Privacy Act Request	X	X	
I-17	Petition for Approval of School for Attendance by Nonimmigrant Student		X	
I-90	Application to Replace Permanent Resident Card	X		Only to replace permanent resident cards for reasons unrelated to the ten-year expiration date (e.g., the card was never received, or has been lost, stolen, mutilated, or because biographical data has changed or is incorrect),
I-130	Petition for Alien Relative	X		Immediate relatives only, filed concurrently with I-485
I-131	Application for Travel Document	X*	X	Application accepted locally only for Advance Parole. If Form I-485 previously filed in San Francisco, mail to: USINS I-765, P.O. Box 194207, San Francisco, CA 94119-4207 If filing concurrently with Form I-485, follow instructions for Form I-485. If you have an approved Form I-821, mail to USINS, 630 Sansome Street, S.T.A.R. Unit, San Francisco, CA 94111. *Emergency requests only
I-191	Application for Permission to Return to an Unrelinquished Domicile		X	
I-192	Application for Advance Permission to Enter as Nonimmigrant		X	
I-212	Application for Permission to Reapply for Admission into the U.S. After Deportation or Removal		X	
I-246	Application for Stay of Deportation or Removal	X		
I-290B	Notice of Appeal to the Administrative Appeals Unit (AAU)		X	
I-352	Immigration Bond	X		
I-360	Petition for Amerasian, Widow(er), or Special Immigrant	X		Widow(er) and Special Immigrant Armed Forces member can file locally only if filing concurrently with Form I-485, Special Immigrant Juveniles.
I-485	Application to Register Permanent Residence or to Adjust Status		X	Application accepted locally only for -Immediate relatives of U.S. Citizens; -Relatives other than immediate relatives with approved I-130 whose visa number is immediately available; -Amerasian, Widow/Widower, Special Immigrant Armed Forces member or Juvenile if filing concurrently with Form I-360 or with approved Form I-360. -Cubans who have resided in the U.S. for one year after being admitted or paroled into the U.S. Mail to: USINS I-485, P.O. Box 194210, San Francisco, CA 94119-4210.
I-539	Application to Extend/Change Nonimmigrant Status		X	For F-1 & M-1 students applying for reinstatement only.
I-566	Interagency Record of individual Requesting Change/Adjustment to or from A or G Status		X	
I-600	Petition to Classify Orphan as an Immediate Relative		X	
I-600A	Application for Advance Processing of Orphan Petition	X	X	
I-601	Application for Waiver of Grounds of Excludability		X	
I-612	Application for Waiver of the Foreign Residence Requirement		X	

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Form		In –Person	Mail-in	Comments	
I-765	Application for Employment Authorization				
	Adjustment of Status applicants	If filing concurrently with a family-based Form I-485 to the San Francisco District Office		X	Follow instructions for submitting Form I-485.
		If Form I-485 pending at the San Francisco District Office.		X	Mail to: USINS I-765, P.O. Box 194207, San Francisco, CA 94119-4207 Enclose copies of your I-485 fee receipt and acknowledgment letter.
		If Form I-765 previous filed at a Service Center	X		An interim card is issued when the INS has failed to adjudicate an application within 90 days of receipt of a properly filed EAD application or within 30 days of a properly filed initial EAD application based on an asylum application. Bring proof of identity and any notices that you have received from the INS in connection with your application for employment authorization.
	Temporary Protected Status applicants			X	File concurrently with Form I-821. Mail both applications to USINS, 630 Sansome Street, S.T.A.R. Unit, San Francisco, CA 94111. Applications for replacement cards accepted locally only if you filed your Form I-821 with the San Francisco office.
	Public Interest Parolees			X	Mail to: USINS I-765, P.O. Box 194207, San Francisco, CA 94119-4207
	If you are in removal proceedings and eligible under one of the following categories: a (10) Granted Withholding of Deportation or Removal c (9) Adjustment Applicant c (10) Applicant for Suspension of Deportation c (18) Final Order of Deportation		X	X	Applications accepted only if you reside within the jurisdiction of the San Francisco District Office. Walk-in applicants - Go to 630 Sansome Street, 5th Floor, Room 560, Window B, San Francisco, 7:45 AM to 2:00 PM, Monday, Tuesday, and Wednesdays only. Mail-in applicants - Mail to: U.S.I.N.S., P.O. Box 26829, San Francisco, CA 94126. Upon receipt of your application, you will be given an appointment date to return for your employment authorization card. The process is usually completed within 30 days of receipt of the application.
I-821	Application for Temporary Protected Status			X	All applicants except El Salvadorans, Nicaraguans and Hondurans.
N-300	Application to File Declaration of Intention			X	
N-336	Request for Hearing on a Decision in Naturalization Proceedings Under Section 336 of the INA			X	
N-410	Application for Motion for Amendment of Petition			X	
N-455	Application for Transfer of Petition for Naturalization			X	
N-470	Application to Preserve Residence for Naturalization Purposes			X	
N-565	Application for Replacement Naturalization Citizenship Document		X	X	
N-600	Application for Certification of Citizenship			X	
N-643	Application for Certificate of Citizenship in Behalf of an Adopted Child			X	
N-600/N-643 Supp. A	Application for Transmission of Citizenship Through A Grandparent			X	